

REPUBLIQUE DU CAMEROUN
Paix - Travail - Patrie

MINISTERE DE LA JEUNESSE ET DE
L'EDUCATION CIVIQUE

COMMISSION DE PASSATION
DES MARCHES

REPUBLIC OF CAMEROON
Peace-Work-Fatherland

MINISTRY OF YOUTH AFFAIRS
AND CIVIC EDUCATION

TENDER'S BOARD

AVIS DE DEMANDE DE COTATION
N° 02/DC/MINJEC/CIPM/19 DU 18 MARS 2019

POUR L'ACQUISITION DU MATERIEL ET MOBILIER DE BUREAU POUR LES
SERVICES CENTRAUX DU MINISTERE DE LA JEUNESSE ET DE L'EDUCATION
CIVIQUE

FINANCEMENT : BIP MINJEC, EXERCICE 2019
IMPUTATION : 53 26 348 05 34 00 10 2240

1- Objet :

Dans le cadre de l'amélioration des conditions et du cadre de travail dans ses services, le Ministre de la Jeunesse et de l'Education Civique, lance un Avis de Demande de cotation pour l'acquisition du matériel et mobilier de bureau au Ministère de la Jeunesse et de l'Education Civique.

2- Consistance des prestations :

Les prestations du présent marché comprennent l'acquisition du matériel et mobilier de conformément aux caractéristiques et quantités des fournitures, sa mise en service et sa réception.

3- Délai et lieu de livraison :

Le délai de livraison des fournitures est fixé à Trente (30) jours maximum, à compter de la date de notification de l'ordre de service de démarrage des prestations. La réception du matériel se fera au bâtiment siège du Ministère de la Jeunesse et de l'Education Civique, sis au quartier Nlongkak, à Yaoundé.

4- Participation et origine :

La participation à cette Demande de Cotation est ouverte à tous les prestataires de droit camerounais installés au Cameroun et justifiant des capacités techniques et financières leur permettant de réaliser les prestations, objet de la présente Demande de Cotation.

5- Financement :

Les prestations objet de la présente Demande de Cotation sont financées par le Budget d'Investissement Public, Exercice 2019 du Ministère de la Jeunesse et de l'Education Civique, imputation n° 53 26 348 05 34 00 10 2240.

6- Coût prévisionnel

Le coût prévisionnel de l'opération est de **Dix-huit millions de (18 000 000) F CFA TTC.**

7- Consultation et acquisition du dossier :

Le dossier peut être consulté et retiré dès diffusion du présent Avis au Service des Marchés Publics sis au 4^{ème} étage Porte n°404 de l'immeuble siège du Ministère de la Jeunesse et de l'Education Civique à Nlongkak/Yaoundé, contre présentation d'une quittance de versement au trésor public d'une somme non remboursable de **trente mille (30 000) F CFA**. La copie du reçu de ce versement sera versée au Dossier de Demande de Cotation.

8- Cautionnement provisoire :

Chaque soumissionnaire devra joindre à ses pièces administratives, une caution de soumission établie par une banque de premier ordre agréée par le Ministère chargé des finances d'un montant de **trois cent soixante mille (360 000) F CFA** et valable pendant **trente (30) jours** au-delà de la date originale de validité des offres.

9- Remise des Offres :

Chaque offre rédigée en français ou en anglais en sept (07) exemplaires dont l'original et six (06) copies marqués comme tels et, conformes aux prescriptions de la Demande de Cotation, devra parvenir au Service des Marchés Publics du Ministère de la Jeunesse et de l'Éducation Civique, sis à Nlongkak, Yaoundé, 4^{ème} étage, Porte n°404 au plus tard **le mardi 9 avril 2019 à 12 heures précises** et devront porter la mention suivante :

**Demande de Cotation N° 02/ du 18 mars 2019 pour l'acquisition du matériel et mobilier de bureau pour les services centraux du Ministère de la Jeunesse et de l'Éducation Civique
« à n'ouvrir qu'en séance de dépouillement »**

10- Ouverture des offres :

L'ouverture des plis, en un seul temps, aura lieu **le mardi 9 avril 2019 à 13 heures précises** dans la salle des réunions du MINJEC, au **5^e étage de l'immeuble susvisé** par la Commission Ministérielle de Passation des Marchés siégeant en présence des soumissionnaires ou de leurs représentants dûment mandatés et ayant une parfaite connaissance du dossier.

11- Evaluation des Offres :

Les critères d'évaluation porteront sur :

➤ Critères éliminatoires :

- Absence de l'une des pièces du dossier administratif 48 h après ouverture des offres ;
- Absence de caution de soumission ;
- Fausse déclaration ou pièce falsifiée ;
- Absence des prospectus en couleur du fabricant avec toutes les descriptions détaillées des mobiliers proposés ;
- Absence d'un prix unitaire quantifié ;
- Non-respect d'au moins 80% des critères essentiels, soit 11 OUI/14 ;
- Non-conformité aux spécifications techniques de l'équipement (100%) ;
- Non-conformité des modèles des pièces ;
- Absence de l'autorisation du fabricant des meubles (joindre l'autorisation de fabricant ainsi que l'agrément d'exploitation d'un atelier de menuiserie du fabricant) ;
- Absence de déclaration sur l'honneur de non abandon de marché durant les trois dernières années.

➤ Critères essentiels :

- Présentation générale de l'offre (reliure, pièces rangées dans l'ordre avec les intercalaires en couleur) ;
- Références générales ou expériences du soumissionnaire dans les prestations similaires ;
- Capacité financière délivrée par une banque agréée ;
- Planning et délai de livraison ;
- Service après-vente ;
- Méthodologie de fabrication des meubles ;
- Preuves d'acceptation des conditions du marché (Copie dûment complétée, paraphée à chaque page et signée à la dernière du projet de lettre-commande).

Le système de notation des cotations relativement aux critères essentiels dont le détail est donné dans les Instructions aux soumissionnaires, se fera par mode binaire (oui/non).

Les offres devront être chiffrées hors taxes sur la valeur ajoutée (HTVA) et toutes taxes comprises (TTC) et accompagnées du modèle de lettre de cotation signée.

12- Attribution de la lettre-commande :

La lettre-commande sera attribuée au soumissionnaire dont l'offre aura été évaluée la moins-disante et conforme aux prescriptions de la Demande de Cotation, et n'ayant pas fait l'objet d'une suspension par le MINMAP.

13- Durée de validité des offres :

Les soumissionnaires restent engagés par leurs offres pendant une période de quatre-vingt-dix (90) jours à compter de la date de dépôt de ces dernières.

14- Renseignements complémentaires :

Les renseignements complémentaires peuvent être obtenus aux heures ouvrables au Service des Marchés Publics, sis au 4^{ème} étage, Porte n°404 de l'immeuble siège du Ministère de la Jeunesse et de l'Education Civique à Nlongkak - Yaoundé.

15- Lutte contre la corruption :

Pour toute tentative de corruption ou faits de mauvaises pratiques, bien vouloir appeler le MINMAP ou envoyer un SMS aux numéros suivants : 673 20 57 25/699 37 07 48 ».

Ampliations :

- MINMAP (pour information)
- ARMP (pour publication et archivage)
- Président CPM (pour information)
- Affichage (pour large diffusion)
- Service des marchés (pour archivage)

LE MINISTRE DE LA JEUNESSE
ET DE L'EDUCATION CIVIQUE
POUR LE MINISTRE *Maitre d'Ouvrage*
DE L'EDUCATION CIVIQUE
ET PAR DELEGATION
LE DIRECTEUR DES AFFAIRES GENERALES



Prinda Falama Eke Kara
Inspecteur de la Comptabilité - Matière
Ingénieur Facilitateur de Développement

REPUBLIQUE DU CAMEROUN

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REPUBLIC OF CAMEROON

Peace-Work-Fatherland

MINISTRY OF YOUTH AFFAIRS
AND CIVIC EDUCATION

TENDER'S BOARD

TENDER NOTICE

FOR REQUEST FOR QUOTATION N° 02/RQ/MINJEC/CIPM/19 OF 18 MARS 2019
FOR THE ACQUISITION OF OFFICE FURNITURE AND EQUIPMENT AT THE
MINISTRY OF YOUTH AFFAIRS AND CIVIC EDUCATION

**Financing: PIB MINJEC 2019,
Budgetary line: 53 26 348 05 34 00 10 2240**

1- Subject :

The Minister of Youth Affairs and Civic Education, hereby launches a tender notice for a request for quotation relating to the acquisition of office furniture and equipment at the Ministry of Youth Affairs and Civic Education.

2- Consistency of supplies:

The supplies, subject of this request for quotation include the supply of office furniture and equipment according to the description of the supply, its commissioning and reception.

3- Delivery date and place

The maximum delivery deadline provided for by the Contracting Authority for the supplies which form the subject of this request for quotation shall be **thirty (30) days**. The supplies will be delivered at the main building of the Ministry of Youth Affairs and Civic Education in Nlongkak Yaounde.

4- Participation and origin :

Participation in this consultation is open to service providers based in Cameroon with justified technical and financial capacities permitting them to carry out the supplies, subject of the present consultation.

5- Financing:

Supplies which form the subject of this invitation to tender shall be financed by the Public Investment Budget of the Ministry of Youth Affairs and Civic Education for 2019; **Budgetary line:** 53 26 348 05 34 00 10 2240

6- Anticipated cost

The estimated cost of the operation after the preliminary studies is **eighteen million (18 000 000) CFA F including tax**.

7- Consultation and acquisition of tender file:

The file may be consulted during working hours at the Public Contract's Service of the Ministry of Youth Affairs and Civic Education located at the 4th floor of MINJEC's Nlongkak main building, Room 404, Tel : 222 20 35 70, as soon as this notice is published, upon the presentation of a receipt of payment to the Public Treasury of a non-refundable sum of **thirty thousand (30 000) CFA F**. The copy of the receipt should be attached to the file.

8- Provisional bid bond:

Each bidder must include in his administrative documents a bid bond issued by a first-grade bank approved by the Ministry in charge of Finance of an amount of **three hundred and sixty-thousand (360 000) CFA F** and valid for thirty (30) days beyond the validity period of the offers.

9- Submission of bids:

Each offer written in French or English in seven (07) copies of which the original and six (06) copies marked as such and, in conformity with the requirements of the tender File, must reach the Public Contract's Service of the Ministry of Youth Affairs and Civic Education, located at the 4th floor, Room 404 of its main office building, Nlongkak/Yaounde not later than **Tuesday the 9th April 2019 at 12 noon** and should carry the inscription:

**REQUEST FOR QUOTATION N° 021/RQ/MINJEC/CPM/19 OF THE 18TH MARCH 2019
FOR THE ACQUISITION OF OFFICE FURNITURE AND EQUIPMENT AT THE
MINISTRY OF YOUTH AFFAIRS AND CIVIC EDUCATION**

“To be opened only during the bid-opening session”

10- Opening of bids :

The bids shall be opened on the **Tuesday the 9th April 2019 at 01: 00 pm** by the Tenders' Board of the Ministry of Youth Affairs and Civic Education, in the meeting room at the 5th floor of the main office building, Nlongkak, Yaounde. Only bidders can attend the opening session or be represented by a single duly authorized person of their choice with full knowledge of the file.

11- Evaluation of bids:

The qualification criteria are following:

➤ **Eliminatory criterias :**

- Absence or non-conformity of any one of the administrative documents within 48hours after the opening of bids;
- Absence of bid bond;
- False declaration or falsified documents;
- Absence of manufacturer's manuals with all detailed descriptions of supply in colors;
- Absence of a quantified unit price;
- Non respect of less than 80% of the essential criteria 11 yes out of 14;
- Non-conformity of the technical specifications of furniture and equipment (100%);
- Non- conformity of the models of the parts;
- Absence of the authorization from the manufacturer of the furniture (attach the manufacturer's authorization and the approval to operate a carpentry workshop of the manufacturer);
- Absence of declaration on the honor of non-abandon of a contract during the last three years.

➤ **Essential criteria :**

- General presentation of bid (binding, documents arranged in order and separated by color inserts) ;
- Tender's references or experience in similar contracts;
- Financial capacity issued by an approved bank;
- Planning and Delivery deadline ;
- After sales service;
- Methodology of furniture manufacture;
- Evidence showing acceptance of the conditions of the contract (copies well filled, each page of the contract project signed, and the last page dated, signed and stamped).

The grading system will be the binary method (yes or no) and will focus on the above criteria which are given in detail in the bidder's instructions.

The estimates for each bid shall be drawn up excluding value-added taxes (VAT) and excluding all taxes and accompanied by the signed model of letter of quotation.

12- Award of contract:

The contract will be awarded to the lowest bidder whose bids are in conformity with the request for quotation, and not having been suspended by MINMAP.

13- Validity of offers :

Bidders will remain committed to their offers for a period of ninety (90) days from the deadline set for the submission of tenders.

14- Further Information :

Further Information can be obtained during working hours at the Public Contract's Service of the Ministry of Youth Affairs and Civic Education located on the fourth floor (Door 404) of its building situated at Nlongkak neighborhood in Yaounde.

15- Fight against corruption

For any act of corruption or bad practices, please call MINMAP or send an SMS to the following numbers: 673 20 57 25/699 37 07 48.

Copies:

- MINMAP (for information)
- ARMP (for publication and archiving)
- Chairperson TB (for information)
- Notice boards (for broad information)
- Contracts Service (for archiving)

**THE MINISTER OF YOUTH
AFFAIRS AND CIVIC EDUCATION**

POUR LE MINISTRE DE LA JEUNESSE ET
DE L'EDUCATION CIVIQUE
Project Owner
ET PAR DELEGATION
LE DIRECTEUR DES BUREAUX GENERAUX



Frída Palaina éson Kava
Inspecteur de la Comptabilité - Matière
Ingénieur Facilitateur de Développement

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Inspecteur de la Comptabilité - Matière
Ingénieur Facilitateur de Développement

PIECE N° II : INSTRUCTIONS AUX SOUMISSIONNAIRES

MARS 2019

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